

LMS USER GUIDE

AN INTRODUCTION TO REPORTS

Report Information

The Enable system generates a lot of data to enable administrators/monitors/managers to obtain information useful to their organisation. Different organisations use the LMS system for a vast variety of purposes and there are many report options available. Once an administrator has decided what information they require for their specific purposes, they can save the relevant report parameters.

Detailed Reports give you the flexibility of being able to run the report on many different criteria and you can export the results to Excel or PDF format. Once you have decided which parameters suit your particular requirements for a report, you can save this so that you can run the report again without setting up the parameters again. There is also an option to run your recent reports.

You will also see that there is an option to choose **Excel Data Exports**. These are much more limited and have usually been created to meet a particular customer's specific requirement for a simple spreadsheet extract. Therefore, we do not recommend these for the majority of users.

THIS USER GUIDE USES THE 3 MOST FREQUENTLY USED REPORTS AS EXAMPLES TO FAMILIARISE USERS WITH THE REPORTING SYSTEM. ONCE USERS ARE FAMILIAR WITH THE BASIC PRINCIPLES OF RUNNING REPORT THEY CAN EXPLORE THE OTHER REPORT OPTIONS.

- A) LOGIN ANALYSIS
- B) MODULE PROGRESS
- C) LEARNER PROGRESS SUMMARY

1) Navigate to Reports using the relevant procedure for your level of access as shown below

Section Admin Procedure	Section Admin Dashboard>Reports
Section Monitor Procedure	Section Monitor Dashboard> Reports
Organisation Admin Procedure	Organisation Admin Dashboard>Reports
Organisation Admin Basic Procedure	Organisation Admin Basic Dashboard>Reports
Organisation Monitor Procedure	Organisation Monitor Dashboard>Reports
Departmental Admin Procedure	Department Admin Dashboard>Reports
Department Course Manager Procedure	Department Course Manager Dashboard>Re[ports
Department Monitor Procedure	Department Monitor Dashboard>Reports
Learner Manager Procedure	Learner Manager Dashboard>Reports
Assessor Procedure	Assessor dashboard> Reports
Internal Verifier Procedure	
Course Manager Procedure	

**THE FOLLOWING ARE THE STEPS FOR EACH OF THE 3 MOST POPULAR REPORTS
(EXAMPLES OF EACH REPORT ARE SHOWN ON THE FOLLOWING PAGES)**

2) Select
**Detailed
Reports**

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>> Section Admin Dashboard >> Reports 26 November 2010

Reports

Please choose from one of the following report types:

Detailed Reports

Detailed Reports offer richly formatted data extracts with extensive parameter options. Data for selected reports is available in a range of layouts, and any report can be exported to PDF or Excel.

[Detailed Reports >](#)

Excel Data Exports

Excel Export reports are simple, fast reports that extract data from the system and display it unformatted in an Excel spreadsheet. Generally a report will contain all data the current user has permission to see, which can then be filtered by column within the spreadsheet.

[Excel Exports >](#)

Quicklinks

- ▶ [My Recent Reports](#)
- ▶ [Saved Reports](#)

Click on Detailed Reports

3) Select the
type of
report you
require

4) Select your
parameters

5) Select the
format you
require

6) Select
Submit

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>> Section Admin Dashboard >> Reports >> Report Selection

Report Selection

Please select a report from the list below.

- Course Completion Reminders
- Course Evaluation
- Course Evaluation (Multi-choice Analysis)
- Learner Course List
- Learner Progress Summary
- Learner Results (Highest)
- Learner Results (Latest)
- Login - Analysis
- Login - Not yet accessed
- Module Progress**
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- Please Select Organisation -- ☐

Department: -- All -- ☐

Group: -- All -- ☐

Course: -- All -- ☐

Module: -- All -- ☒

People: -- All -- ☐

Please select a format for your report:

☒ Full Report

☐ Drill down

☐ Format for Excel

☐ Email People in Report

Select the report you require

Choose the format you require

TIP Excel is usually best if there is a lot of data which can be seen more easily in tabular format and exported to Excel. Full reports may be more appropriate when you wish to view the information on screen.

The parameter list will vary depending upon which report you have chosen.

Make your selections from the drop down boxes and

If there are tick boxes, use these to add these parameters to the report results

Detailed Reports Examples

Login Analysis

Example Parameters

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>> Section Admin Dashboard >> Reports >> Report Selection 12 September 2009

Report Selection

Please select a report from the list below:

- Course Completion Reminders
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- Learner Course List
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- Learner Results (Latest)
- Login - Analysis**
- Logins - Not yet accessed
- Module Progress
- Training Material (SCORM) Report
- User Report

Parameters

Organisation: -- All --

Department: -- All --

Group: -- All --

People: -- All --

Start Date: (dd/mm/yyyy)

End Date: (dd/mm/yyyy)

Please select a format for your report:

☐ Full Report

☐ Drill down

☒ Format for Excel

☐ Email People in Report

Submit Cancel

Login Analysis - Fields included on Excel Extract

Organisation

User Name

User ID

User Type

Login Date/Time

Logged In hh:mm:ss

Example Report Results (Format for Excel)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis 12 September 2009

1 of 2 100% Find | Next Select a format Export

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50

Example Report Results (Full Report)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Login Analysis 12 September 2009

1 of 1 100% Find | Next Select a format Export

Login Analysis

Parameters:

Organisation	User Name	User ID	User Type	Login Date/Time	Logged In hh:mm:ss
PAB Enable Demonstration	Paul Butler	pabeda	Department Admin	08/09/2009 09:38:21	00:01:50
Paul Butler logged in				1	time totalling: 0:01:50
Total for PAB Demos - Dept 1					0:01:50
Report Total (time logged in)					0:01:50

Page 1 of 1 9/12/2009 2:09:36 PM

Module Progress

Parameters

Report Selection

Please select a report from the list below:

Course Completion Reminders
Course Evaluation
Course Evaluation (Multi choice Analy
Learner Course List
Learner Progress Summary
Learner Results (Highest)
Learner Results (Latest)
Login - Analysis
Logins - Not yet accessed
Module Progress
Training Material (SCORM) Report
User Report

Parameters

Organisation: -- All --
Department: -- All --
Group: -- All --
Course: -- All --
Module: -- All --
People: -- All --

Please select a format for your report:

- ☐ Full Report
☐ Drill down
☒ Format for Excel
☐ Email People in Report

Submit

Cancel

Report Results

Module Progress - Fields included on Excel Extract

Always Appear	Optional Fields
Not Started	Organisation
Studying	Department
Not Yet Passed	Group
Passed	Course
Total	Module

Report Results (Example Format for Excel - with no boxes ticked)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 11 September 2009

1 of 1 100% Find | Next Select a format Export

Not Started	Studying	Not Yet Passed	Passed	Total
3	0	0	0	3

Report Results (Example Format for Excel - with all boxes ticked)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Module Progress Report 12 September 2009

1 of 1 100% Find | Next Select a format Export

Organisation	Department	Group	Course
Enable - UHNS training	UHNS Department	UHNS - 170909	PAB - Computing

You will need to see your scroll bar to view more fields

Learner Progress Summary

Example Parameters

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>> Section Admin Dashboard >> Reports >> Report Selection 12 September 2009

Report Selection

Please select a report from the list below:

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Parameters

Organisation: -- All --

Department: -- All --

Group: -- All --

Course: -- All --

Module: -- All --

People: -- All --

Please select a format for your report:

☐ Full Report

☐ Drill down

☒ Format for Excel

☐ Email People in Report

Submit Cancel

Learner Progress Summary - Fields included on Excel Extract

Organisation	Course Name	Address1
Department	Date Course Completed	Address2
First Name	Date Certificate Printed	Town
Surname	Course Percentage Complete	County
userid	Module Name	Country
Employee No	Group Name	Job Title
Postcode	Module Status	
email	Result Date (Latest)	
Telephone	Percent Score (Latest)	
	Minutes taken (Latest)	
	Result Date (Best)	
	Percent Score (Best)	
	Minutes Taken (Best)	
	Quiz Attempts	

Report Results (Example Format for Excel)

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>> Section Admin Dashboard >> Reports >> Report Selection >> Learner Progress Summary 12 September 2009

1 of 1 100% Find | Next Select a format Export

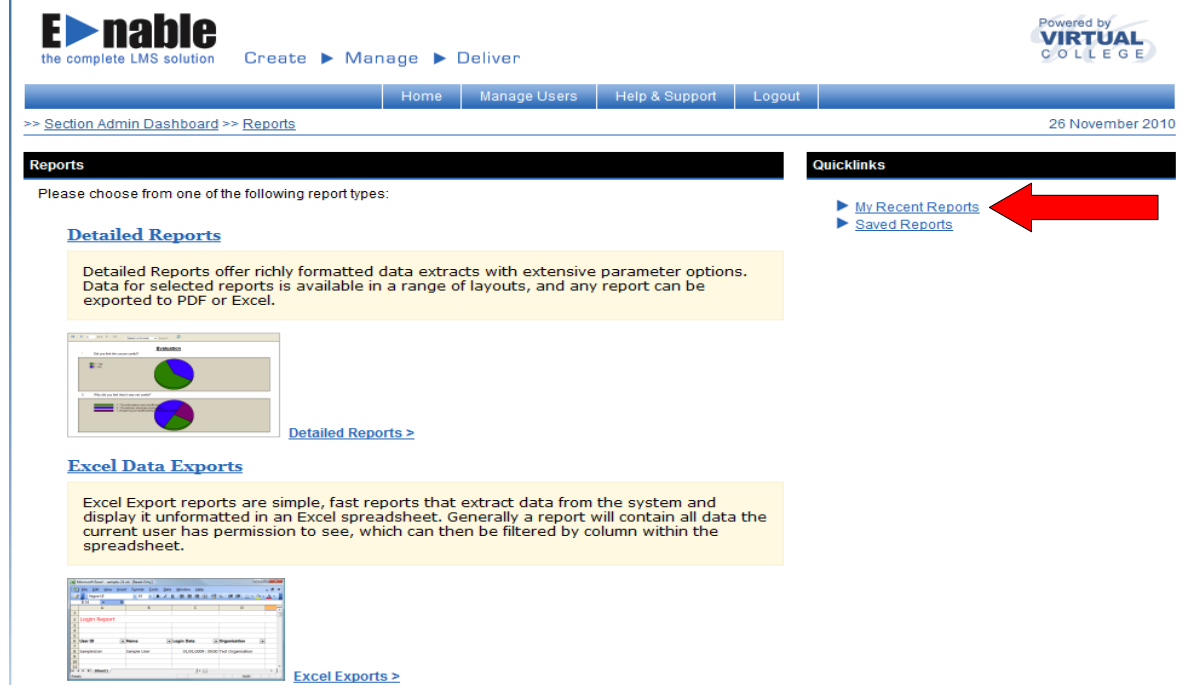
Organisation	Department	First Name	Surname	userid	Employee No	Postcode	email
Enable - UHNS training	UHNS Department	Ian	Carruthers	170909IN		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Lindsay	Skelton	170909LS		LS298DD	sue.butler@virtual-college.co.uk
Enable - UHNS training	UHNS Department	Sally	Smith	170909SS		LS298DD	sue.butler@virtual-college.co.uk

You will need to see your scroll bar to view more fields

- 1) From the Reports Menu select **My Recent Reports**

SAVING A REPORT

If the report that you have created is one that you would expect to run on a regular basis then you have the option to save the report.



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>> Section Admin Dashboard >> Reports 26 November 2010

Reports

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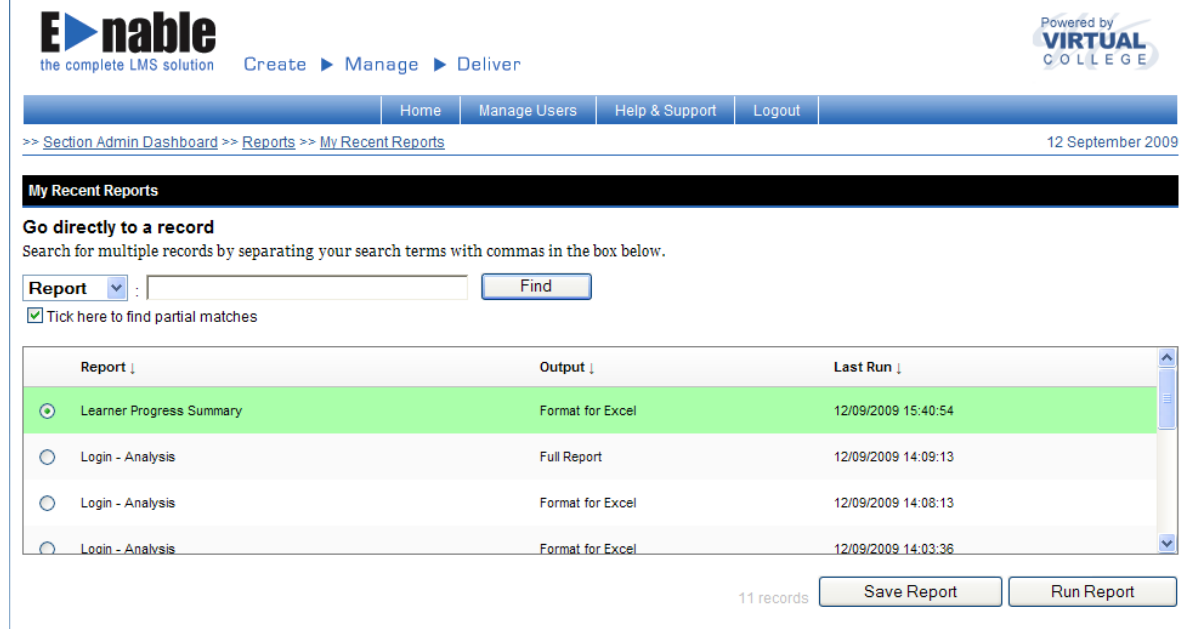
Quicklinks

- ▶ [My Recent Reports](#)
- ▶ [Saved Reports](#)

[Detailed Reports >](#)

[Excel Exports >](#)

- 2) Highlight the report that you wish to save
- 3) Select **Save Report**



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>> Section Admin Dashboard >> Reports >> My Recent Reports 12 September 2009

My Recent Reports

Go directly to a record

Search for multiple records by separating your search terms with commas in the box below.

Report : Find

☒ Tick here to find partial matches

Report	Output	Last Run
<input checked="" type="radio"/> Learner Progress Summary	Format for Excel	12/09/2009 15:40:54
<input type="radio"/> Login - Analysis	Full Report	12/09/2009 14:09:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:08:13
<input type="radio"/> Login - Analysis	Format for Excel	12/09/2009 14:03:36

11 records

Save Report Run Report

- 4) Enter a Name and a Description for the Report
- 5) Select **Save**

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>> [Section Admin Dashboard](#) >> [Reports](#) >> [My Recent Reports](#) >> [Edit Saved Report](#) 12 September 2009

Saved Report

Edit Details

Name: **ISB Monthly Learner Progress Report**

Description: **Learner Progress Report for All Organisations and All Courses**

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- 1) Select **Saved Reports** from the Report Menu

RUNNING A SAVED REPORT

You can then obtain the latest data for you report by running it again at anytime (without having to set up the parameters again)

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>> [Section Admin Dashboard](#) >> [Reports](#) 12 September 2009

Reports

Please choose from one of the following report types:

[Excel Data Exports](#)
[Detailed Reports](#)


Quicklinks

▶ [My Recent Reports](#)
▶ [Saved Reports](#)

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2) Highlight the required report

3) Select **Run Report**



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12 September 2009

Saved Reports

Go directly to a record
Search for multiple records by separating your search terms with commas in the box below.

Name :

Find

☒ Tick here to find partial matches

Name ↓	Report ↓	Output ↓	Last Run ↓
⊕ ISB Monthly Learner Progress Report	Learner Progress Summary	Format for Excel	12/09/2009 15:49:43

1 records

Run Report

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